Military Traffic Management Command (MTMC)

Transportation Financial Management System – MTMC (TFMS-M)

Standard Operating Procedures

Accounts Payable

Version 1.0
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1. Accounts Payable Overview

This document contains the Standard Operating Procedures (SOP) for the Accounts Payable module of the Transportation Financial Management System – MTMC (TFMS-M). It is intended to provide summary instruction on accessing and using those features of the Accounts Payable module that apply to users located at Headquarters MTMC.

The Defense Finance and Accounting System (DFAS) manages the bulk of the Accounts Payable functions for MTMC, and MTMC personnel do not need access to that functionality. In the Accounts Payable area, MTMC's primary direct interaction with TFMS-M is running pre-defined reports. An ad-hoc query system exists within TFMS-M, but it is used only by data base administrators and is not discussed in this SOP.

Reports are broken down into two groups. The first group is accessed through the Oracle Accounts Payable module. The second group is accessed through the Oracle Federal Administrator module.

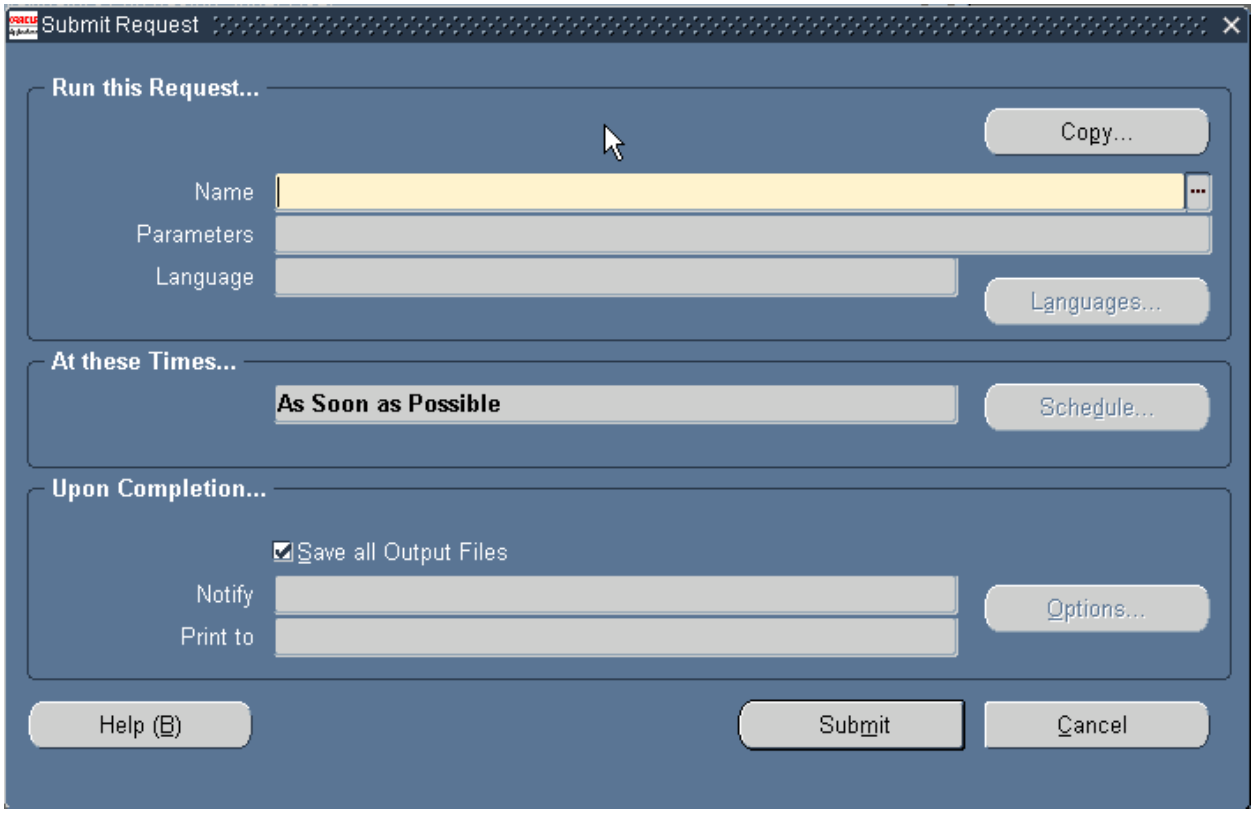
2. Standard Reports in Accounts Payable

The following standard reports will be used commonly within the TFMS-M Accounts Payable function:

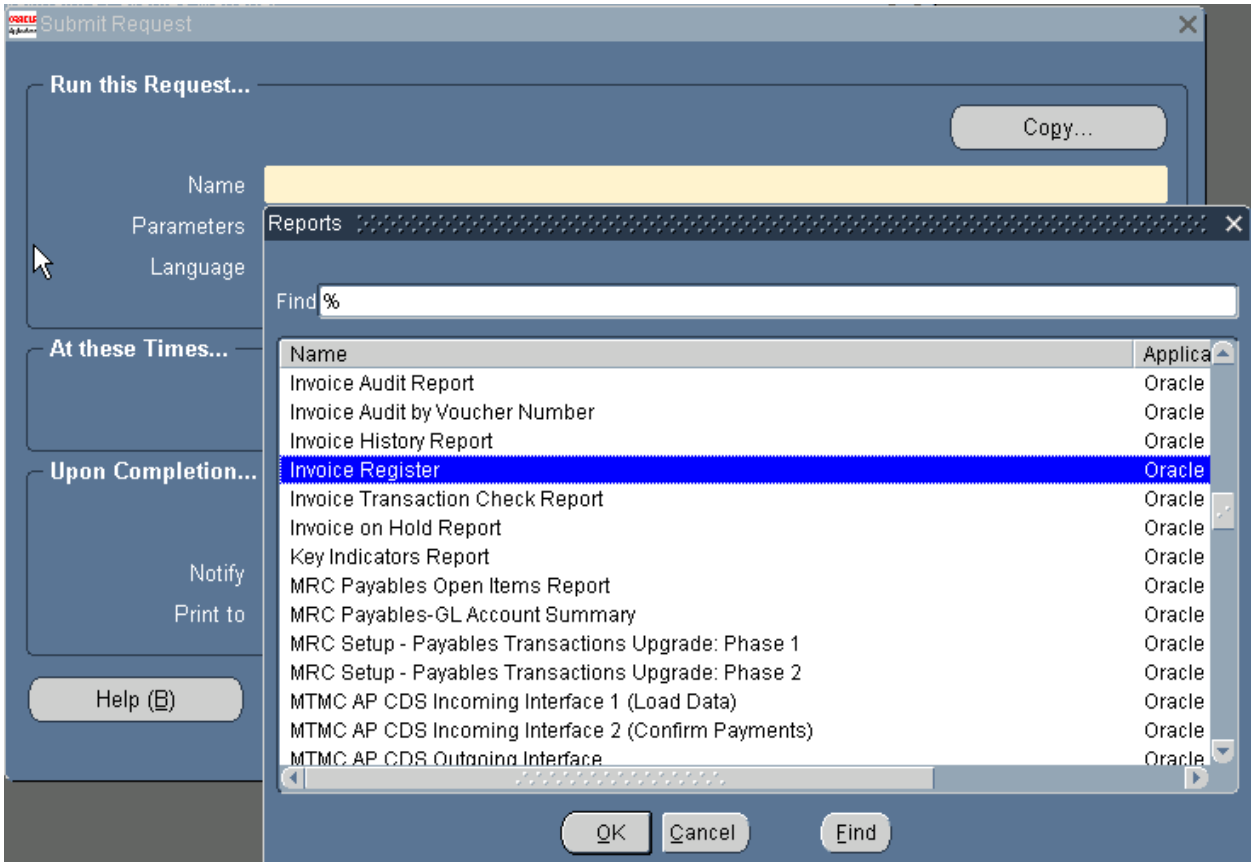
- Invoice Register Report
- Invoice on Hold Report
- Cash Requirement Report
- Payment Register
- Supplier Audit Report
- Invoice Aging Report

To run a report, select Other, Run, Request from the Navigator window:

Step 1: Choose Single Request and click on the **OK** button. The Submit a New Request window will appear.



Step 2: Click on the List of values in the Name field. Select the name of the report to run.



Step 3: The Parameters window will appear. This window is tailored toward the particular report that will be run.

Step 4: Enter any appropriate parameters and click on the **OK** button. The Submit Request window will reappear.

Step 5: Click on the **Submit** button. A window will appear with the associated Concurrent Request ID number. To view the status of a particular request, navigate to View > Requests.

Step 6: To view the report, click on the **View Output** button.

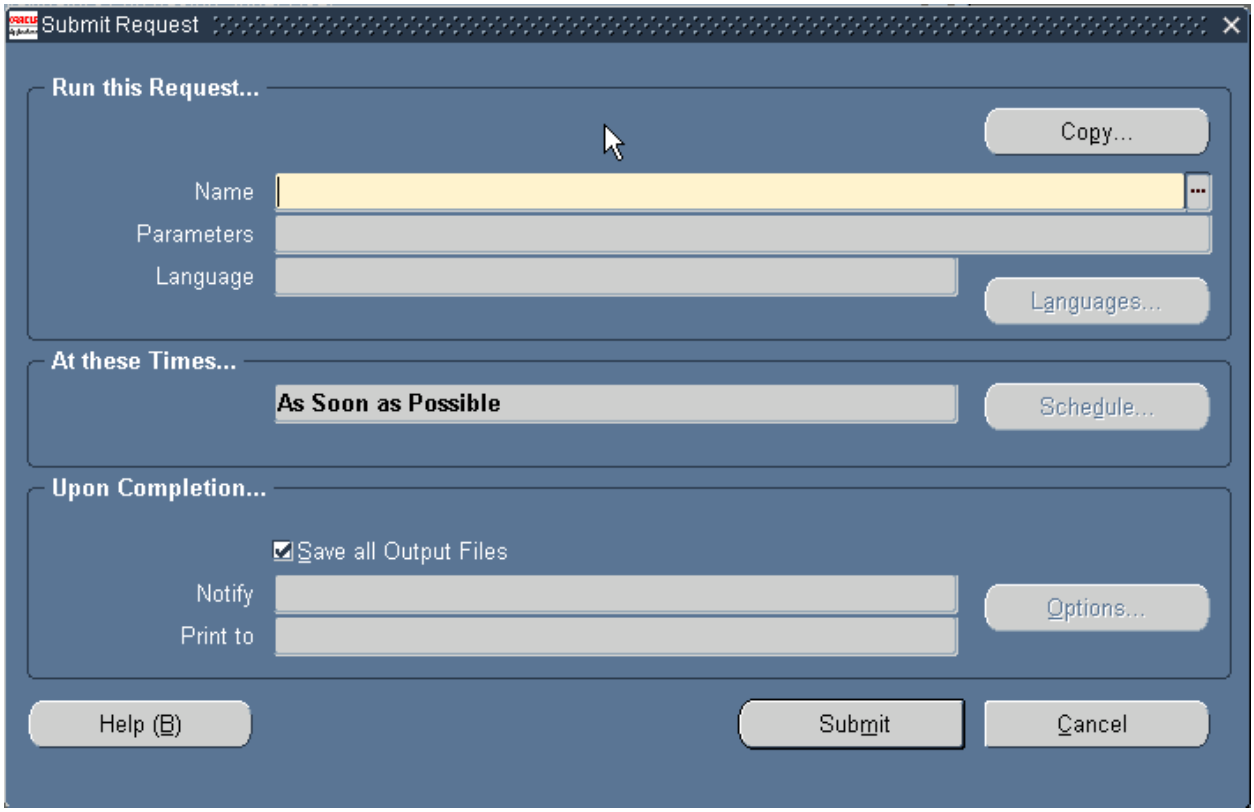
3. Standard Reports in Federal Administrator

The following standard reports will be used commonly within TFMS-M Federal Administrator function:

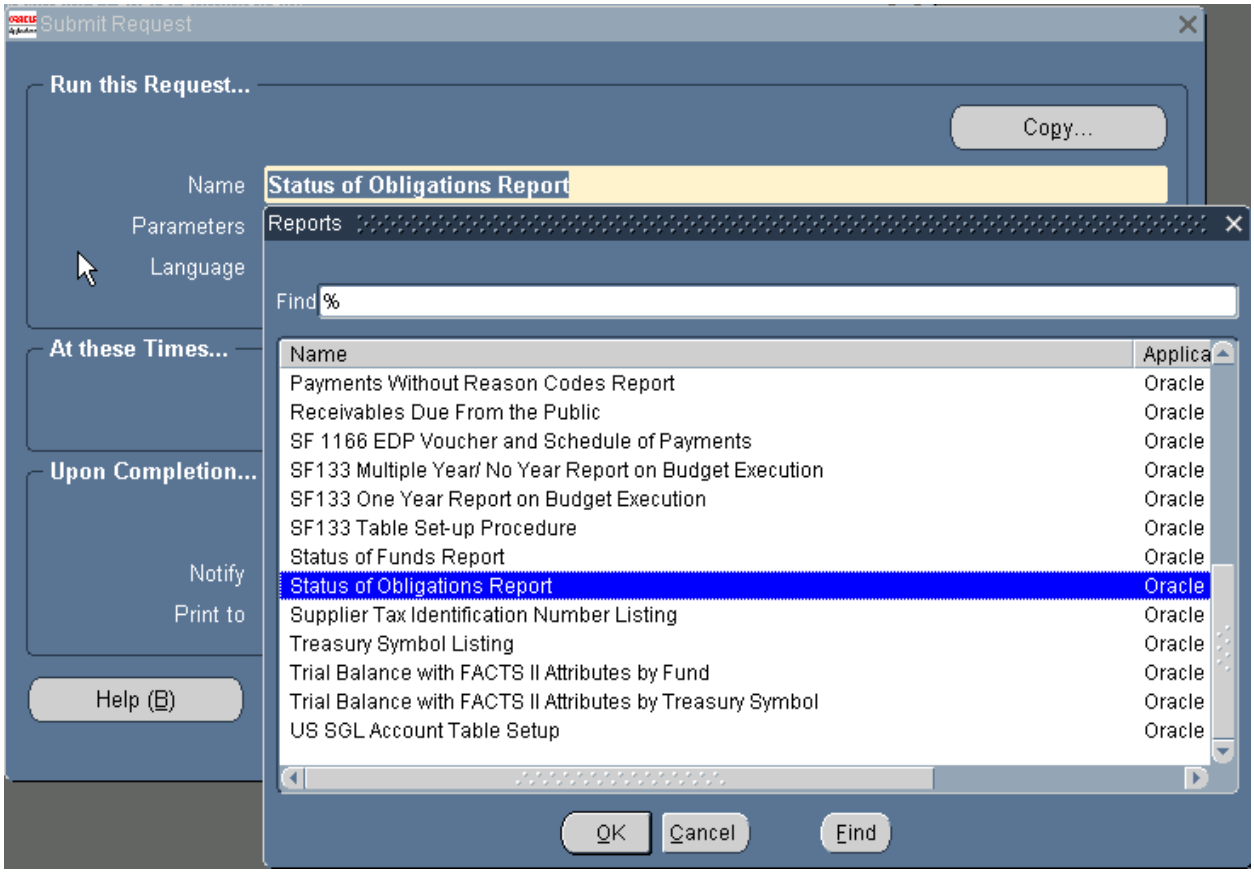
- Prompt Payment Report
- Status of Funds Report
- Status of Obligations Report

To run a report, select Other, Run, Request from the Navigator window:

Step 1: Choose Single Request and click on the **OK** button. The Submit a New Request window will appear.



Step 2: Click on the List of values in the Name field. Select the name of the report to run.



Step 3: The Parameters window will appear. This window is tailored toward the particular report that will be run.

Step 4: Enter any appropriate parameters and click on the **OK** button. The Submit Request window will reappear.

Step 5: Click on the Submit button. A window will appear with the associated Concurrent Request ID number. To view the status of a particular request, navigate to View > Requests.

Step 6: To view the report, click on the **View Output** button.

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